

Spallation Neutron Source Project
QA/QC QUESTIONNAIRE
FOR MANUFACTURERS and FABRICATORS

An Initial Survey Guide
For Vendor Quality Evaluation

Company _____

In an effort to assist the SNS vendor evaluation process, this questionnaire was developed to help survey a supplier's quality systems.

This questionnaire was designed to be used as an initial and informal survey of a supplier's quality systems. It is not necessarily a substitute for a formal supplier evaluation.

SNS/ORNL
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GENERAL INFORMATION

Company Name: _____

Company Address: _____

Telephone Number: _____

Web site _____

Names of Officers, Owners, etc.

President _____

Vice President _____

Division or subsidiary of: _____

How many employees are in your shop? _____

Is your shop capable of working more than one shift? ____ YES ____ NO

If YES, how many. _____

Person to be contacted concerning proposals and contracts:

Name _____ Title _____ E-mail _____

Questionnaire Prepared by: _____ Date: _____

(for SNS use) General appearance and condition of:

Building: _____

Equipment: _____

Housekeeping: _____.

Give an overall impression of vendor qualification and capability:

1.0 QUALITY SYSTEMS

1.1 Is there a written QA Plan or QA Program? ☐ YES ☐ NO

(If the company has an ISO, QS or other quality system registration, please attach a copy of the certificate)

1.2 Who is responsible for QA in the plant? _____

1.3 Are procurements, processes, and inspection functions audited by your QA organization? ☐ YES ☐ NO

1.4 Are process control and inspection instruments periodically calibrated? ☐ YES ☐ NO

If YES, How often? _____

1.5 Are calibration records available for gages and instruments? ☐ YES ☐ NO

1.6 Are these traceable to NIST Standards? ☐ YES ☐ NO

1.7 Are gage blocks or secondary standards available to inspectors? ☐ YES ☐ NO

1.8 Are your suppliers' test reports and records checked for acceptability? ☐ YES ☐ NO

1.9 Are records kept showing the acceptance, rejection, or disposal of material? ☐ YES ☐ NO

1.10 Are there any certifications under any other licensing or qualification program. (AWS-ASME Welder Qualifications, Nondestructive Test Society, etc.)

1.11 Do you consider corrective action on matters related to customer complaints?

____ YES ____ NO

1.12 How do you respond to them?

2.0 CONTROL OF PURCHASED ITEMS

2.1 Do you qualify suppliers and subcontractors? _____ YES _____ NO

2.2 Do you follow up work in the subcontractor's plant? ☐ YES ☐ NO

2.3 Are incoming materials inspected? YES NO

2.4 Do you have a system for identification and labeling of materials?

YES NO

2.5 Is defective material identified and segregated?

YES NO

2.6 Is reworked material reinspected?

YES NO

Spallation Neutron Source

QA/QC Questionnaire

- 2.7 Is space for storage and control of materials adequate? ☐ YES ☐ NO
- 2.8 Are records kept showing the acceptance, rejection, or disposal of material?
☐ YES ☐ NO
- 2.9 Do you have a system for disposition of nonconforming materials?
☐ YES ☐ NO

3.0 PROCESS CONTROL

- 3.1 Do you have an in-process inspection function? ☐ YES ☐ NO
- 3.2 Who does the process inspection? _____

- 3.2 Do you have a system for reviewing new process specifications and inspection instructions? ☐ YES ☐ NO
- 3.3 Do you have an in-process identification and recording systems such as routing cards, travelers, in-process data sheets? ☐ YES ☐ NO

4.0 ENGINEERING CAPABILITY

- 4.1 Do you have capability for producing shop drawings, tooling design?
☐ YES ☐ NO
- 4.2 Are customer specifications interpreted into shop specifications and inspection instructions? ☐ YES ☐ NO
- 4.3 Are drawing and specifications prepared for purchase orders and subcontractors? ☐ YES ☐ NO
- 4.4 Are drawings and specifications kept up to date and controlled?
☐ YES ☐ NO
- 4.5 Are revisions reviewed for conformity to customer's specifications?
☐ YES ☐ NO
- 4.6 Are revisions reviewed for quality requirements before submission for customer approval? ☐ YES ☐ NO

5.0 FINAL INSPECTION

5.1 Is there a final inspection step before delivery to the customer? ___ YES ___ NO

5.2 Does the organization have final inspection function separate from production function? ___ YES ___ NO

5.3 Are written inspection instructions, product specifications, and drawings available? ___ YES ___ NO

5.4 How are these documents reviewed and kept up-to-date?
